



SITE DEVELOPMENT CHECKLIST (15.04.080)

Site Development Plans are approved administratively. Applicants should allow for a *four week minimum review time* when applications are *complete*. Building permits can be applied for concurrently but the applicant may wish to receive site plan approval before finalizing building plans.

Site development requirements can be found in section 15.04.080 of the City Municipal Code and in the City Standards & Specs manual.

City Staff recommends that applicants request a courtesy review prior to submitting a site development application to speed the review process.

Submittal Requirements:

- Complete application
- (5) 11" x 17" or 24" x 36" (bound & folded) copies of all plans
- Digital copy in pdf format (if requested)
- (5) copies of supporting plans and data (Drainage, Soils, Traffic)
- Copy of the recorded deed and any contractual agreements

The Site Plan packet should include the following:

1. Title Sheet

- Project name, address, and date
- Contact information
- Vicinity map with reference to significant roads/highways and City boundaries
- North arrow
- Scale (not less than 1" = 40')
- Index

2. Site Plan

- All dimensions, including: length, width, and square footage of all parcels, building footprints, landscaped areas, parking spaces, maneuvering areas, pedestrian walks, ingress/egress, etc.
- Parcel boundaries
- Existing & proposed easements
- Zone district and setbacks
- Existing & proposed building footprints
- Existing & proposed offsite improvements
- Parking (i.e. striping, bump stops), maneuvering, and general site circulation detail such as vehicle stacking lengths, curb radii, etc.
- Sign placement & detail



3. Grading & Drainage Plan

- A licensed engineer's stamp
- Existing & proposed on and off-site drainage details
- Two-foot contour lines
- Swales, ditches, ground cover, slope stabilization
- Cross section profiles
- Ground cover material
- Impervious surface area square footage

4. Utility Plan

- Details of existing & proposed water, sewer, electric, gas, phone, cable, etc. services
- Existing & proposed easements
- Lighting plan
- Sign detail (if lighted)

5. Landscaping/Irrigation Plan

- Vegetation details such as placement, spacing, species, caliper, canopy, height, etc.
- Non-vegetative material details such as placement, type, size, depth, etc.
- Calculations & details of street frontage and perimeter landscaping including depths, % of street frontage coverage, screening/fencing, etc.
- Coverage calculations of inert/non-inert material
- Trash location & enclosure
- Mailbox placement
- Irrigation details such as pipe material & size, sprinkler types, pump specs, back flow prevention, water source, etc.

6. Other (if applicable/required)

- Building profiles/elevations
- Water/Sewer taps application & fees
- Traffic study
- CDOT access and/or utility permit & notice to proceed
- Wetlands delineation/ACE permit
- Conveyance instruments for easements/dedications
- Postponement agreement for curb, gutter, and sidewalk
- New address application
- Sign permit application
- Excavation permit & traffic control plan

*This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing subdivision submittals.

STAFF - STAMP FINAL SET OF PLANS WITH SIGNATURE APPROVAL LINES